



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
CINCINNATI PROCUREMENT OPERATIONS DIVISION  
CINCINNATI, OHIO 45268**

**October 6, 2004**

**MEMORANDUM**

**SUBJECT:** Request For Quotations (RFQ) RFQ-OH-04-00181

**FROM:** Pamela D. Legare  
Contracting Officer

**TO:** Prospective Offerors

Attached is a copy of RFQ-OH-04-00181, covering Garment Services for the U.S. EPA in Ann Arbor, Michigan. This RFQ consists of the following documents.

- Cover Memorandum (2 pages)
- Standard Form (SF) 18 (1 Page)
- Itemized Quote Sheet (1 Page)
- Statement of Work dated October 5, 2004 (3 Pages)
- Garment Inventory List (13 Pages)
- Garment Pictures (5 Pages)
- Evaluation Factors (1 Page)
- Commercial Item Clauses (19 Pages)
- Option Clauses (1 Page)
- Data Universal Numbering System (DUNS) Number Clause (1 Page)

- Central Contractor Registration Clause (5 Pages)

**THE CLOSING TIME AND DATE FOR RECEIPT OF QUOTATIONS IS 4:00 PM EDT ON OCTOBER 20, 2004**

To ensure the submission of complete quotes and to avoid omissions that could result in your quote being rejected, please pay particular attention to the following:

1. Have you completed Blocks 8, 12(e), 12(f), 13, 14, 15, and 16 of the Standard Form 18, Page 1 ? Are all items and amounts included?
2. Have you signed your offer (Block 16A on Page 1 of the SF 18)?
3. Have you entered a unit price in Block 12e and an extended amount in 12f for all item numbers? **Note: The unit price should equal the grand total per month from the itemized quote sheet.**
4. Have you entered a grand total at the end?
5. **Have you completed the Itemized Quote Sheet. Failure to complete this document will result in your offer NOT being considered for award.**
6. **Have you provided the required documentation as required in the document entitled "Evaluation Factors/Instruction to Quoters" including submitting sample garments to the following address:**  
  
Dorothy Branham  
USEPA  
2565 Plymouth Road  
Ann Arbor, MI 48105
7. **Have you registered with the Central Contractor Registration (CCR) database (<http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757) as required by Federal Acquisition Clause 52.204-7. PLEASE NOTE THAT AWARD CAN NOT BE MADE TO AN OFFEROR WHO IS NOT REGISTERED IN CCR.**
8. Have you entered your **DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER** in block 8 with your company's name and address on the cover page of the SF 18 as required by Federal Acquisition Regulation

Clause 52.204-6. A DUNS number can be obtained by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>;

9. Have you completed applicable parts of clause 52.212-3, "Offeror Representations and Certifications— Commercial Items"

**10. The following methods of submitting offers are available:**

**By Fax:** (513)487-2004 or (513) 487-2015

**By E-mail:** [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov)

**By Mail: Hand-Carried Address/FEDEX:**

Environmental Protection Agency  
Cincinnati Procurement Operations Division  
Attn: Pam Legare  
4411 Montgomery Road  
Norwood, OH 45212

**Mailing Address:**

Environmental Protection Agency  
Cincinnati Procurement Operations Division  
Attn: Pam Legare  
26 W. Martin Luther King Drive  
Cincinnati, OH 45268-7001

11. Please direct any questions regarding this RFQ to Pam Legare at 513/487-2015 or Fax 513/487-2004, or e-mail [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov).

Attachments:

- 1. Standard Form (SF) 18 (1 Page)**
- 2. Itemized Quote Sheet (1 Page)**
- 3. Statement of Work dated October 5, 2004 (3 Pages)**
- 4. Garment Inventory List (13 Pages)**

- 5. Garment Pictures (5 Pages)**
- 6. Evaluation Factors (1 Page)**
- 7. Commercial Item Clauses (19 Pages)**
- 8. Option Clauses (1 Page)**
- 9. Data Universal Numbering System (DUNS) Number Clause (1 Page)**
- 10. Central Contractor Registration Clause (5 Pages)**